

CALIFORNIA TRANSPORTATION COMMISSION DUTY STATEMENT

CLASSIFICATION TITLE Senior Transportation Planner	DISTRICT/DIVISION/OFFICE California Transportation Commission	
WORKING TITLE Assistant Deputy Director	POSITION NUMBER 696-004-4724-008	EFFECTIVE

The Commission advises and assists the Secretary of the California State Transportation Agency and the Legislature in formulating and evaluating state policies and plans for California's transportation programs, and has the ultimate responsibility for adopting statewide transportation policy. The Commission is responsible for the programming and allocating of funds for the construction of highway, passenger rail, transit, and bike and pedestrian improvements throughout California. The Commission is an active participant in the initiation and development of State and Federal legislation that seeks to secure financial stability for the State's transportation needs.

All duties are performed in accordance with State and Commission policies and procedures.

GENERAL STATEMENT: The Senior Transportation Planner, under the direction of Chief Deputy Director, serves as the Commission's expert and manager for the Clean Air and Transportation Act (Proposition 116) Programs and the Environmental Enhancement and Mitigation Program. Serves as the Commission's expert and policy advisor on Goods Movement issues. Serves as the Commission's liaison and representative on advisory committees and task forces established by the Commission to provide advice on policy and procedures. Effectively influences high-level policy makers in both the public and private sectors to assure that these critical programs are successfully implemented. Responsibilities include complex analyses of program policy issues in addition to management of those programs.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
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- | | |
|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 60% E | Programming & Allocating Funding <ul style="list-style-type: none">Plans and develops statewide guidelines for programming and administering new and/or existing programs. Includes development of Commission policies on statewide programming guidelines and/or |
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¹ ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others

procedures for State Transportation Improvement Program, Active Transportation Program, and/or other programs.

- Advises Regional Agencies and Caltrans in developing Regional Transportation Improvement Programs (RTIP) and the Interregional Transportation Improvement Program (ITIP).
- Summarizes programming requests, addressing policy issues raised by each proposal, for presentation at public hearings.
- Monitors the review and preparation of recommendations on project readiness and project funding for capital and/or non-infrastructure projects, consistent with statutory and program guidelines.
- Responds to requests from and interprets program guidelines for recipient agencies ensuring compliance with program guidelines and state and federal law.
- Reviews and analyses proposals received from regional agencies and Caltrans for presentation to the Commission.
- Responds to issues raised by regional agencies, Caltrans, or other interested parties.

20% E

Statewide Multi-Modal Transportation Planning

- Independently analyze, evaluate, and direct development of comments and recommendations for Commission consideration with respect to regional transportation plans, sustainable communities strategies, the California Transportation Plan, the Interregional Transportation Strategic Plan, the State Rail Plan, the Freight Rail Plan, and other related transportation plans.
- Actively participate in planning workgroups and committees ensuring the policies and directives of the Commission are represented.

10% E

Finance & Budget

- Develops and proposes policy and methodology for financing transportation programs.
- Participates in the methodology development for estimating revenues available in current and future years.
- Participates in the review and analysis of the Department of Transportation's Fund Estimates, budget and allocation capacity recommendations, and other financial analyses.

10% E

Legislation & Coordination

- Analyzes bills which have an identifiable impact on the State Transportation System, and in particular, those measures which influence transportation funding, the development of the State Transportation Improvement Program, the Active Transportation Program, and/or other programs, the Commission's allocation of funds, and other matters shaped by Commission policies and actions.

- Works collaboratively with transportation stakeholders and provides technical support in the initiation and development of state and federal legislation that seeks to secure financial stability for the State's transportation needs.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of: The Planning process and general practices of transportation planning; research methods and techniques including conducting or participating in planning studies, and contemporary transportation, environmental, land use, social, economic, fiscal, legal, and political issues; effective public participation techniques; the Commission's budget process; the Commission's Affirmative Action Program objectives;

Principles and techniques of selecting outside consultants; principles and techniques of effective supervision and personnel management; a supervisor's role in safety, health, labor relations and the Commission's Affirmative Action Program and the processes available to meet these program objectives.

Ability to: Gather, compile, analyze, and interpret data; reason basically and creatively; develop formats to present and display data; use a variety of analytical techniques to propose solutions to or provide information regarding transportation problems; develop and evaluate alternatives; present ideas effectively orally and in writing; work effectively with others as an interdisciplinary team member; establish and maintain effective and cooperative working relationships with those contacted during the course of the work; work independently on complex planning projects; organize and direct the work of a staff engaged in a variety of planning activities; evaluate and monitor the work of consultants; communicate effectively with other agencies, the public, and the media; effectively contribute to the Commission's safety, health, labor relations, and Affirmative Action Program objectives.

DESIREABLE QUALIFICATIONS

- Demonstrated ability to act independently.
- Demonstrated ability to communicate effectively, both orally and in writing.
- Demonstrated ability to meet competing deadlines and changing priorities.
- Familiarity of personal computers, Microsoft Word, Excel, and Lotus Notes.
- Commission's mission, organization, policies, and procedures; Federal and State laws and regulations; concepts and terminology relating to transportation planning; sources of funding transportation programs.
- Conduct studies related to State transportation planning; analyze problems and develop appropriate solutions; recommend effective courses of action; evaluate general planning proposals.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Failure to use sound judgment in the execution of duties of this position could result in damage to the credibility of the Commission, limiting the effectiveness of the Commission's relationship with local partner agencies and could result in the loss of allocated funds for State and local projects.

WORK ENVIRONMENT, PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Professional office environment, business attire, according to current policy. May require overtime on weekdays and/or weekends. Ability to handle a heavy work load and meet deadlines. Ability to travel by land and air to various locations throughout the State.

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

Employee's Name

Signature

Date

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Supervisor's Name

Signature

Date